



Mitt Romney  
Governor

Kerry Healey  
Lieutenant Governor

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Board of Building Regulations and Standards**  
**Home Improvement Contractor Registration Program**  
**1 Ashburton Place, Room 1301**  
**Boston, MA 02108**  
**(617) 727-3200**

**Request For Duplicate Registration Card**

Robert A. Anderson  
Deputy Administrator

Please complete (print) this form in ink and mail it to the above address with a certified check or money order for \$25, payable to: Commonwealth of Massachusetts. (*NOTE: Personal or business checks will be accepted but will require an additional ten (10) days to process.*)

**REGISTRATION NUMBER (if known):** \_\_\_\_\_

**REGISTRATION (COMPANY) NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS (if different):** \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR  
HOME IMPROVEMENT CONTRACTS:** \_\_\_\_\_

*SIGNATURE OF RESPONSIBLE PERSON REQUIRED IN ORDER TO PROCESS:*

**SIGNATURE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_ (\_\_\_\_) \_\_\_\_\_

**LOST CARD WAS:** \_\_\_\_\_ **ONLY CARD ISSUED** \_\_\_\_\_ **SUPPLEMENTARY CARD**

***IF SUPPLEMENTARY CARD:***

***NAME OF PERSON ISSUED CARD:*** \_\_\_\_\_

***SIGNATURE OF CARDHOLDER:*** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**REGISTRATION NUMBER:** \_\_\_\_\_

**DUPLICATE ISSUED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_